

10-24-11 Posting Date
CLE-Right of Way Acquisition Services
Clermont County Transportation Improvement District
PID No. 82579
Response Due Date: 11-21-11

The Clermont County Transportation Improvement District (CCTID) is requesting Letters of Interest (LOI) from consultants that are currently prequalified with the Ohio Department of Transportation (ODOT) for consultant services for the project listed below. Interested firms may respond in accordance with the LOI requirements specified below.

Listing Of Project:

<u>PID</u>	<u>Project</u>
82579	Right of Way Acquisition Services Task Order

Task order involves assisting in development of budgeting for project right of way cost, providing title research, value analysis and estimates, appraisal, appraisal review, negotiation, closing, relocation and relocation review services on a parcel specific basis, meeting the requirements of the Uniform Acquisition Act and related federal and state statutes where applicable, while facilitating responsiveness to private sector initiatives and development opportunities.

Task order may require survey and preparation of right of way plans.

DBE firms are encouraged to submit LOI as prime for task order projects in disciplines where the firm meets prequalification requirements.

ODOT Prequalification Required:

- Right of Way Acquisition Services
 - Title Research
 - Value Analysis
 - Appraisal
 - Appraisal Review
 - Negotiation
 - Closing
 - Relocation
 - Relocation Review
- Right of Way Plan Development

The CCTID reserves the right to select one or more consultant(s) under this task order for the individual tasks listed above based on a firm(s) expertise in a particular area.

Communications Restrictions

Please note the following policy concerning communication with the CCTID and any Board Members during the announcement and selection process:

During the time period between advertisement and the announcement of final consultant selections, the CCTID will not communicate with consultants (or their agents) regarding the status of the selection process, or entertain any communications related to marketing, etc. When completed, selections will be announced through the CCTID website at <http://www.tid.clermontcountyohio.gov/>

Permissible communications include project administration activities for authorized agreements, scope and negotiation activities for projects selected but not under contract, training or related activities, and technical or scope of services questions specific to projects posted.

Any questions shall be submitted by e-mail to Pat Manger at pmanger@clermontcountyohio.gov. All questions will be answered in writing and posted to the CCTID website. No notification of responses will be made and interested parties must check the CCTID website for posted responses.

Mailing Instructions and Addresses

Firms interested in being considered for selection should respond by sending the original and six (6) copies of the Letter of Interest to the following address **by 4:00 PM on the response due date** listed above:

**Patrick J. Manger, P.E., P.S.
CCTID Secretary-Treasurer
2381 Clermont Center Drive
Batavia, OH 45103**

LOI received after 4:00 PM on the response due date will not be considered. LOI submitted to any other address will not be considered.

DBE Goals

This project has no DBE Goal. It is the policy of the CCTID that Disadvantaged Business Enterprises (DBEs) shall have equal opportunity to compete for and perform contract services which the consultant enters into pursuant to agreements included in this request for LOI. Consequently, the requirements of Title 49 CFR Part 26 will apply to agreements noted as having DBE goals. For projects with DBE goals, the consultant must ensure that the DBE subconsultant(s) is performing a "commercially useful function" as defined in CFR 26.55. For projects noted as having DBE goals, at least the listed percent of the agreement shall be subcontracted to certified DBE firms as applicable.

The consultant LOI must include the percentage of work to be performed by each DBE, and a description of the work to be performed by each. Consultant LOI that do not include the minimum percentage of DBE participation for Projects noted above with DBE goal will be rejected. If selected, the consultant's price proposal shall reflect required level of DBE participation, or provide an explanation of how the requirement will be met in later phases of the work.

Selection Procedures

The CCTID intends to select consultant services for each of the agreements listed above and further described herein based on an enhanced LOI. CCTID may select more than one consultant services firm for task order projects (Surveying Services; Environmental Services; and Real Estate Appraisal & Acquisition Services.). DBE firms are encouraged to submit LOI as prime for task order projects in disciplines where the firm meets prequalification requirements.

The requirements for the LOI and the CCTID Selection Evaluation Rating Form that will be used to select consultants are shown below. Consultants must submit a single LOI for the group of project(s) for which the consultant is expressing interest. The consultant must visit the site of each project listed. A more defined Scope of Services and Requirements will be supplied to the selected Consultant.

Requirements for LOI, CCTID Selection Process

A. General Instructions for Preparing and Submitting a Letter of Interest

- (1) Provide the information requested in the LOI Content (Item B below), in the same order listed, in a letter signed by an officer of the firm. Do not send additional forms, resumes, brochures, or other material unless otherwise noted in the Project Description.
- (2) LOI shall be limited to ten (10) 8 1/2" x 11" single sided pages plus two (2) pages per project for the combined Key Staff and Project Approach, unless otherwise noted in the Project Description. All pages including the transmittal letter count against the limit.
- (3) Please adhere to the following requirements in preparing and binding LOI:
 - a. Use a minimum font size of 12-point and maintain margins of 1" on all four sides. All text shall be black type to facilitate machine scanning/copying.
 - b. Page numbers must be centered at the bottom of each page.
 - c. Use 8 1/2 " x 11" bond paper only. No glossy paper.
 - d. **DO NOT BIND ORIGINAL LOI.** Copies should be stapled at the upper left hand corner only. Do not utilize any other binding system.
 - e. Do not provide tabbed inserts or other features that may interfere with machine scanning/copying.
- (4) LOI must be received by 4:00 p.m. on the due date. LOI received after 4:00 p.m. will not be considered. (Please refer to Mailing Instructions)

B. LOI Content

The LOI content shall at a minimum include:

- (1) A list of the Project and PID No. for which the firm is submitting this LOI.

- (2) A brief history of the firm which shall include information pertaining to major areas of expertise and list the types of services for which your firm is currently prequalified by the ODOT.
- (3) A list of representative projects and clients including project costs for contracted projects within the past five (5) years.
- (4) Information relative to insurance coverage of firm which shall include limits and deductions. (Please refer to CCTID Standard Consulting Agreement and Insurance Requirements in C. below)
- (5) Information relative to specialized surveying/engineering equipment, computer hardware and computer software including ArcGIS capabilities. CCTID will use ESRI® ArcGIS 9.1 platform for the maintenance of all mapping files projected in State Plane, Ohio South, NAD83, NAVD88 with map units of U.S. Survey Feet. Mapping files should be capable of being directly loaded or imported into ArcGIS with no translation/transformation/manipulation required by CCTID.
- (6) Provide a description of your Project Approach, not to exceed two pages unless otherwise indicated in the Project Description. Confirm that the firm has visited the site and address your firm's technical approach, understanding of the project, cost containment practices including current overhead rate, innovative ideas and any other relevant information concerning your firm's qualifications for the project.
 - a. List Project Manager and other key staff members, including key subconsultant staff. Include project engineers for important disciplines and staff members that will be responsible for the work and resumes for key personnel.
 - b. List significant subconsultants, their current prequalification categories and DBE / EDGE status, and the percentage of work to be performed by each subconsultant.
 - c. Address the experience of the key staff members on similar projects, and the staff qualifications relative to the selection subfactors noted. For projects that include bridge design (prequalification required in Bridge Design Level 1 or Level 2), address the training and experience of the proposed staff in Load and Resistance Factor Design (LRFD).
 - d. Describe the capacity of your assigned staff and their ability to perform the work in a timely manner, relative to present workload, and the availability of the assigned staff.

C. Available Documents / Previous Studies:

- CCTID Standard Consulting Agreement and Insurance Requirements

The above documents and related information is available for electronic download through the CCTID website at <http://www.tid.clermontcountyohio.gov/>

D. ODOT Project Development Process

All projects will follow the LPA Project Development Process through the ODOT Locally Administered Transportation Projects (LPA) Manual of Procedures for local-let projects. CCTID may utilize Environmental Services; Integrated Traffic Modeling and Simulation; Real Estate Appraisal & Acquisition Services; Geotechnical Services and Surveying Services task order firms in support of the project development for selected project agreements.

E. Consultant Selection Evaluation Rating Form

CCTID Consultant Selection Evaluation of Consultant LOI

ODOT PID # _____ Date: _____
Project Name: _____
Name of Consultant: _____
Name of Evaluator: _____

Category	Total Value	Scoring Criteria	Score
Management & Team			
Project Manager	15	See Note 1,2	
Strength/Experience of Assigned Staff including Subconsultants	25	See Note 3	
Cost Containment	10	See Note 4	
Firm's Current Workload/ Availability of Personnel	10	See Note 4,5	
Consultant's Past Performance	25	See Note 6	
Project Approach	15	See Note 7	
Total	100		

If applicable, has Consultant met DBE? _____ Yes. _____ No.
Consultants are not eligible for selection if their LOI does not meet stated goal.

Rating Form Scoring Criteria Notes

- (1) The proposed project manager for each consultant shall be ranked, with the highest ranked project manager receiving the greatest number of points, and lower ranked project managers receiving commensurately lower scores. The rankings and scores should be based on each project manager's experience on similar projects and past performance. The selection committee may contact ODOT and other outside agencies if necessary. Any subfactors identified should be weighed heavily in the differential scoring.

- (2) Differential scoring should consider the relative importance of the project manager's role in the success of a given project. The project manager's role in a simple project may be less important than for a complex project, and differential scoring should reflect this, with higher differentials assigned to projects that require a larger role for the project manager.
- (3) The experience and strength of the assigned staff, including subconsultant staff, should be ranked and scored as noted for Number 1 above, with higher differential scores assigned on more difficult projects. Any subfactors identified in the project notification should be weighed heavily in the differential scoring.
- (4) As noted above, ODOT and other outside agencies may be contacted.
- (5) The consultant's workload and availability of qualified personnel, equipment and facilities shall be ranked and scored on a relative, differential scoring type basis. The selection team shall consider an equitable distribution of work to similarly qualified firms.
- (6) The consultants' past performance on similar projects shall be ranked and scored on a relative, differential scoring type basis, with the highest ranked consultant receiving a commensurately greater number of points. The selection team may consider contacting ODOT and other outside agencies as appropriate to obtain ratings.
- (7) The differential scoring should consider the complexity of the project and any subfactors identified in the project notification.